

CITY OF BURBANK

FORESTRY SERVICES MANAGER

DEFINITION

Under direction, to plan, assign, and supervise the work of several crews engaged in tree maintenance in the parks, parkways, and public grounds; to do related work as required.

ESSENTIAL FUNCTIONS

Directs and coordinates all types of tree maintenance and inspects tree related activities in the entire City; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, transfers, and promotions; effectively recommends disciplinary action as needed up to and including termination; conducts safety meetings and enforces safety regulations; prepares written reports; assists in the development and administration of the City's street tree program; assigns priorities and personnel to work; coordinates work with other departments, public agencies, and private utility companies and contractors; discusses and resolves the more difficult complaints of private property owners; reviews leadworker's reports and work orders; estimates cost and charges for billings; reviews reports of work done and evaluates operations; maintains cost and productivity records; reviews equipment utilization and assists in the preparation of specifications for new equipment; makes recommendations for and supervises the section's budget; reviews and comments on blueprints submitted to the City for various development projects as they pertain to parkway street trees; conducts follow-up field inspections to verify compliance with Site Plan Review prior to the issuance of Certificate of Occupancy being issued by the Building Division; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - kinds and characteristics of shade and ornamental trees used in the area and types and control of tree insects, fungi, bacteria, and viruses; tree trimming and removal techniques; use of all types of chemicals used in tree spraying; hazards involved and safety precautions necessary in climbing, trimming, spraying, and removal of trees; growth habits of trees in the City area; charter provisions, laws, ordinances and policies governing tree trimming, spraying and removal; modern personnel management principles.
- Ability to - read and lay out work from blueprints; plan and lay out work for several crews; follow written and oral directions; work with other departments; keep detailed records and prepare reports; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of responsible tree maintenance experience, at least two years of which have been in a supervisory capacity equivalent to a City of Burbank Forestry Leadworker.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; a Pest Control Applicator's License and a certification as an Arborist by International Society of Arboriculture are required at time of appointment; a Pest Control Advisor's License or be able to meet all current state requirements to obtain the Pest Control Advisor license at time of appointment and must obtain the license within the first 12 months of employment.

SUPPLEMENTAL INFORMATION

None.